SCHOOL RESOURCE ALLOCATION JOB AID

This report displays school resource allocation information for Specially Funded Programs and Regular Programs.

Log on to BTS

Accessing the Report:
1. Click on the *Financials/Budget* tab,
2. Click on *SAP Budget – Schools Front End*

3. Click on the **Reports** tab.

4. Click on **School Resource Allocation**.

5. Enter **Fiscal Year**.

6. Enter **Fund Center.**

   a. Leaving this field blank will run the report for all schools you have access to.

   b. Clicking on will allow you to enter multiple Fund Centers.

7. Select either **Regular Programs** or **Specially Funded**

8. Select either **Print the Form** or **Email the Form**. If **Email the Form** is selected, you will also need to enter an email address in the "Send to" box.

9. Click on **Execute**.

School Resource Allocation

10. The print menu displays. If the Output device is blank, type **LOCL** and press **Enter**. OutputDevice will display *My win local printer*.

11. Click on the dropdown icon [icon] on the Frontend Printer

12. Select **Doro WinGUI PDF Writer**

13. Click on **Print**. **Note:** Selecting Print Preview will display the report/form and allow you to only print (not save).
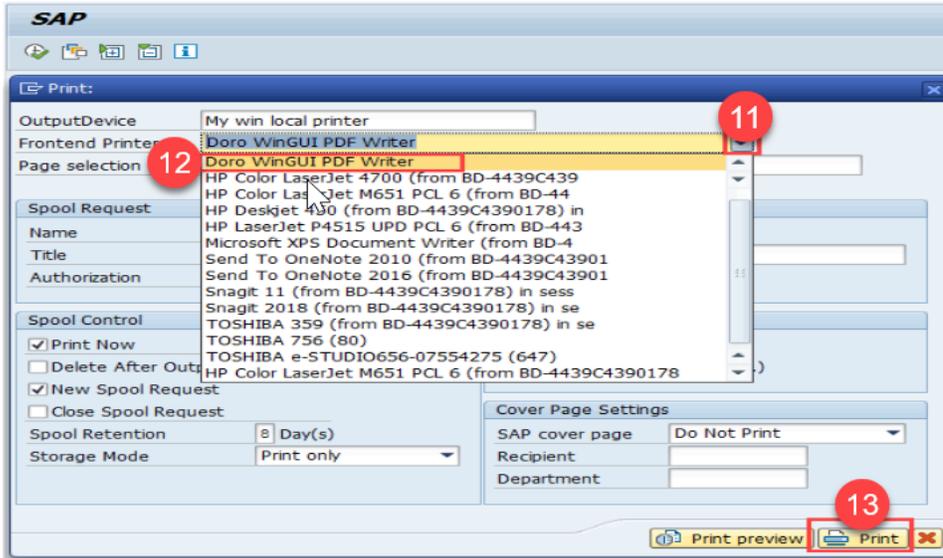
14. Click **Create**. Report will open and be saved to the default location.
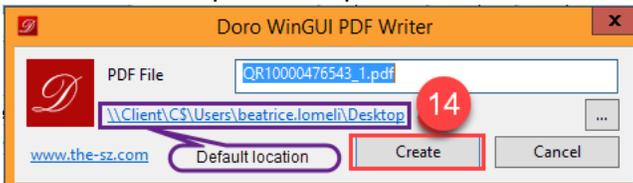
15. Result will display a PDF document that can be printed and/or saved.

School Resource Allocation - 2020
Regular Programs

Fund Center 1234501- ABC ELEMENTARY												PI Status	
Local District 3B												Feeder No	

Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10423	TSP-ARTS at the Core-School		1						$2,345	100.00 %	$2,345		$2,345
					Budget Item	Description		Commit Item	Adj Alloc	Total Alloc	Reserves		Net Allocation
					40268	IMA-ARTS		430010	$2,345	$2,345	$0		$2,345
10423	TSP-ARTS at the Core-School	Total Net Allocation											$1,651
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10529	TSP-Nurse/HS Couns School	Districtwide Target Sch Resc	1						$88,754	100.00 %	$88,754		$88,754
					Budget Item	Description		Commit Item	Adj Alloc	Total Alloc	Reserves		Net Allocation
									$88,754	$88,754	$0		$88,754
10529	TSP-Nurse/HS Couns School	Total Net Allocation											$88,754

School Resource Allocation - 2019
Regular Programs

Fund	Center										PI Status		
Local	District 3A										Feeder	No	
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10183	Targeted Student Population	Unduplicated Count	1		$150.0000		352		$52,800		$52,800		$52,800
		High Needs Students over 85%			$400.0000		149		$59,600		$59,600		$59,600
									$112,400	100.00 %	$112,400		$112,400
					Budget Item	Description		Commit Item	Adj Alloc	Total Alloc	Reserves		Net Allocation
					40261	PENDING DISTRIBUTION		430009	$112,400	$112,400	$4,496		$107,904
					40239	POTENTIAL FNDING VAR		430098			$4,496		
10183	Targeted Student Population	Total Net Allocation											$107,904
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10405	TSP-Parental Engagement	Duplicated Count	1		$5.1800		780		$4,041	100.00 %	$4,041		$4,041
					Budget Item	Description		Commit Item	Adj Alloc	Total Alloc	Reserves		Net Allocation
					40261	PENDING DISTRIBUTION		430009	$4,041	$4,041	$0		$4,041
10405	TSP-Parental Engagement	Total Net Allocation											$4,041
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10423	TSP-ARTS at the Core-School		1						$959		$959		$959
					Budget Item	Description		Commit Item	Adj Alloc	Total Alloc	Reserves		Net Allocation
					40268	IMA-ARTS		430010	$959	$959	$0		$959
10423	TSP-ARTS at the Core-School	Total Net Allocation											$959

Report Guide

Report Field Descriptions

- **Program** – Program Number
- **Program Description** – Description of Program
- **Allocation Basis** – The basis of the allocation (i.e. student population type)
- **Allocation** – The # of allocation (sometimes there is more than one allocation in a program during the year)
- **Rate** – Dollar rate for allocation
- **Participants** – The # of students qualifying for allocation
- **Derived Allocation** – Rate x Participants
- **Percent** – The % of allocation (sometimes only partial allocation given at budget development and balance after norm day)
- **Calc Amount** – Derived allocation x %
- **Adjustment** – Any adjustments to the allocation
- **Allocation** – Allocation amount
- **Poverty Rate** – School's poverty rate %
- **Budget Item** – Budget Item #
- **Description** – Description of Budget Item
- **Commit Item** – Commitment Item #
- **Adj Alloc** – Allocation after adjustment, if any
- **Total Alloc** – Amount of total allocation
- **Reserves** – Potential funding variance, if any
- **Net Allocation –** Net allocation amount